

**Application Procedures for  
Renewal and Restoration of Registration as  
Registered Minor Works Contractor (Company)**

**Renewal of Registration**

An RMWC (Co) should apply to the BA for renewal of registration not earlier than 4 months and not later than 28 days prior to the date of expiry of the registration. Application for renewal of registration received by the BA outside the specified time limit shall not be accepted. The application should comprise:

- (a) a duly completed specified form;
- (b) declarations in Buildings Department standard forms covering **exhaustively** the conviction / disciplinary / suspension records of the applicant, AS and TD as set out in Appendix M;
- (c) documents relating to business registration as set out in Appendix M;
- (d) a job reference on a minimum of 1 building project as specified in Appendix M;
- (e) a certificate of attendance for the Performance Enhancement Course as specified in Appendix P (if applicable); and
- (f) the prescribed fee.

**Restoration of Names to Register**

2. Under section 18(1) of the B(MW)R, a previous RMWC (Co) whose name is removed under section 17(1) may within 2 years of the date of the expiry of the registration apply to the BA for his name to be restored to the register.

3. The application for restoration should be submitted in the specified form together with the documents and the prescribed fee stipulated in paragraph 1 above.

**Determination of an Application**

4. Under sections 15 & 19 of the B(MW)R, the BA will not allow an application for renewal of registration and application for restoration of name unless the BA is satisfied that the applicant complies with the relevant requirements for registration as an RMWC (Co).

5. A contractor having no suitable AS / TD to act for it will not comply with the relevant requirements for registration as an RMWC (Co) and its application will be refused.

/Late ...

**Late Submission of Restoration Application**

6. Applications for restoration to the register submitted after 2 years from the date of expiry of the registration will be considered as new applications. For these cases, all the registration requirements and scope of interview in relation to a new application as detailed at Appendix I will be applicable.